

Madison County Department of Emergency Medical Services

Standard Operating Guideline



Title	Tornado Emergency Action Plan
Number	045
Adoption Date	10/02/07
Revision Date	10/02/07
Approved by	Lewis Jenkins, EMS Director



Purpose: The intent of this plan is to ensure that all employees work in a safe and healthy environment, and has been prepared to provide assistance in compliance with OSHA standard 1910.38. All Madison EMS employees who are assigned specific emergency duties under this plan will be provided with the necessary training and protective equipment. The EMS Director will serve as the Emergency Plan Coordinator, and is responsible for all MEMS equipment and providing the necessary training. The Director and/or his OSHA representative can be contacted for further information about the plan.

Policy:

A. Warning System

Tornado warnings may be received by one of the following means:

1. Verbally from the Director during standard work hours
2. By telephone from dispatch
3. The emergency paging system 24 hours a day
4. Public address system
5. NOAA Radio

B. Warning System Requirements

The alarm system requirements for notifying all employees in an emergency include the following:

1. It must provide a warning for safe escape
2. Must be heard and understood by all employees
3. Employees must be properly trained in the evacuation procedures
4. All emergency telephone numbers must be posted
5. Must be maintained properly by trained personnel

C. Evacuation Plan

1. The signal for immediate evacuation of the facility will be through the emergency paging system.
2. The alternate means of evacuation notification will be by land line or local radio and TV stations.
3. The evacuation routes are posted in key areas throughout the buildings. **(see appendix A)** All employees should be trained and familiar with the routes out of both buildings.

D. Evacuation from Emergency Vehicles

1. This is the least desirable place to be during a tornado. Radio dispatch and inform them of your location.
2. Stop the vehicle, get out and seek shelter elsewhere. Do not get under or next to the vehicle. If adequate shelter cannot be found, lay flat in a ditch or low-lying area.

- E. Designated Assembly Points (Tornado Refuge Areas)
1. Building 1 Primary location: **Bathrooms and closet located in the center of the Madison County Rescue Squad building**
 2. Building 2 Primary location: **Waverly-Yowell Elementary School basement located at 1809 North Main Street. After hours, weekends and holidays, the building may be locked. Call 540-948-4511 to acquire the key**
 3. Building 3 Primary location: **County Sheriffs Office**

F. Employee Accountability Procedures

In the event of a tornado emergency signaled by either the paging system or the radio system, all occupants will promptly exit the building by the nearest exit. Once clear of the building, they need to go to the designated assembly location and immediately report to their supervisor. After evacuation, each supervisor (or designee) must conduct a head-count. **All** supervisors are required to report the head count (by name, not number of employees) to the Emergency Plan Coordinator.

G. Re-entry

Once a building has been evacuated, no one shall re-enter the building for any reason until authorized by a supervisor. MEMS personnel (if designated and properly trained) are excluded from this rule. Once the Fire Department or other responsible agency has determined that the building is safe for re-entry, personnel can return to their workstations.

H. Employee training will be provided to employees when:

1. The plan has been initiated
2. When there is a change in either the evacuation plan or the employee's required actions and responsibilities.
3. For new employees or refresher training

Items reviewed during annual safety talk:

1. Emergency Escape Procedures
2. Escape Route Assignments
3. Fire Extinguisher Locations and Training
4. Employee Accountability Procedures
5. Workplace Fire Hazards
6. Employee Training Programs
7. Fire Prevention Practices
8. Closing doors behind you
9. Means of Reporting Fire and Other Emergencies
10. Names and Titles of Emergency Plan and Fire Protection Coordinators
11. Alarm Systems
12. Proper Housekeeping
13. Emergency and Fire Prevention Plan Availability
14. Hazardous Weather Procedures

Madison County EMS Building Emergency Evacuation Plan

Window

Window

	= Electric Disconnect Panel
--	-----------------------------

= Emergency Electric Outlet

	= Fire Extinguisher
--	---------------------

Supply Closet

**Storage
Closet**

TV

Window

Window

Drug
Locker

EXIT

Lockers

Lockers

H2O

H2O

Coffee

Fridge

Window

10/26/2007

Window

Window

Revised 9-19-06